

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Nonpublic School Personnel Report

New to the Nonpublic School Personnel Report?

Questions?
e-mail: CEPI@michigan.gov
Contact: (517) 335-0505



New to the Nonpublic School Personnel Report?

It is suggested that you print this document and use it as a guide as you browse the Internet.

- What is the Nonpublic School Personnel Report?
- Where do I start?
 - Security access to the application
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What is the Nonpublic School Personnel Report?

The Nonpublic School Personnel Report is part of the Registry of Educational Personnel (REP) and is managed by the Center for Educational Performance and Information (CEPI). CEPI resides within the Department of Management and Budget and is responsible for the collection and reporting of data about Michigan's schools. CEPI manages these educational data electronically in the Michigan Education Information System (MEIS).

Data compiled via the Nonpublic School Personnel Report will be used to meet the requirements of school safety legislation. Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contracted employees hired or assigned by public and nonpublic schools.

The Nonpublic School Personnel Report is designed to collect basic elements relating to school personnel that are required for the Michigan State Police to conduct criminal history checks. Data are entered and edited online. These data elements include: first name, last name, Social Security number, date of birth and gender. Nonpublic school personnel data must be entered and edited via the Internet each fall.

MEIS Overview

For an overview of the MEIS, go to the CEPI home page. Click on "MEIS Data Services" on the left-side navigation bar. This page contains links to many informational documents relative to the MEIS. In addition to information about the MEIS, there are individual Web pages for each data set that CEPI manages.

For example, click on "MEIS at a Glance" for a graphic overview. For instructions on obtaining an MEIS account, click on "New to the MEIS?" in the yellow box. For newcomers, another valuable document you may want to print out will be "Acronyms and Abbreviations" in the yellow box.

Where do I start?

Step One: Check out the Nonpublic School Personnel Report Web page

The most up-to-date information regarding the submission is posted to the Nonpublic School Personnel Report page on the CEPI Web site. The CEPI home page can be found at www.michigan.gov/cepi. Click on the "Nonpublic School Personnel Report" located on the right navigation bar under the heading Quick Links. The Web page is divided into sections of pertinent information regarding the Nonpublic School Personnel Report submission. The key is to read all of the information provided so that you obtain a basic knowledge of what the submission encompasses. Be sure to print copies of the current Data Field Descriptions and User's Guide. For accurate data submission, reading these documents is essential.

Step Two: Open an MEIS account.

The Nonpublic School Personnel Report Application is available to authorized users of both the MEIS and the Nonpublic School Personnel Report Application. To become an authorized user of the Nonpublic School Personnel Report Application, you must first obtain an MEIS account. If you do not have an MEIS account, you may obtain one at the MEIS Web site at www.michigan.gov/meis. You may use the same MEIS account number for all MEIS applications. Therefore, if you already have an MEIS account number for the Michigan Department of Education's Nonpublic School Membership Report, you will not need to obtain another account number. You will need to submit a separate security agreement for the Nonpublic School Personnel Report.

All questions concerning your MEIS account number and/or password should be directed to the Department of Information Technology (DIT) Education Help Desk at 517-335-0505 or Help-Desk@michigan.gov. Please provide your name, district code, district name, the CEPI application name, your telephone number (including area code and extension), e-mail address, and specific questions.

Step Three: Submit a REP Security Agreement

After you have established your MEIS account, download the Nonpublic School Personnel Report Security Agreement from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on "Nonpublic School Personnel Report" located under the Quick Links on the right navigation bar. The Security Agreement is located in the box titled, **Submit Nonpublic School Report Data to CEPI**. Follow the directions on the security agreement form,

and when you have completed the Nonpublic School Personnel Report Security Agreement and it has been processed at the DIT Client Service Center, you will receive an e-mail notification that you have access to the application. Once you have access to the application, you are ready to begin.

Step Four: Nonpublic School Personnel Report Data Field Descriptions

The Nonpublic School Personnel Report Data Field Descriptions document is posted on the CEPI Web site at www.michigan.gov/CEPI. Click on "Nonpublic School Personnel Report" located on the right navigation bar under the heading Quick Links. The Nonpublic School Personnel Report Data Field Descriptions can be found under the heading "Nonpublic School Personnel Report Data Manual" at this site.

How are data submitted to CEPI?

Data are submitted via the Nonpublic School Personnel Report Application through an online application. Individual records for each employee are entered via this application.

Where do I find help?

User Support Materials

User support materials are available on the Nonpublic School Report Web page. Users will find a User's Guide for the REP Application, copies of communications to the schools and a link to the Michigan Department of Education's Nonpublic School Web page, as well as other helpful documents.

CEPI Customer Support Team

All questions you have concerning the Nonpublic School Personnel Report submission should be directed to the CEPI Customer Support Team. A help case will be created for you and one of the CEPI Customer Support Team members will respond in a timely manner so that your questions can be addressed.

To submit a question, please send an e-mail to the CEPI Customer Support Team (CEPI@michigan.gov) or call 517-335-0505. Please provide your name, district code, district name, the CEPI application name, your telephone number (including area code and extension), e-mail address, and specific questions.